

Excellence Together, Learning Through Faith.



St Mary's C of E VA Primary School

As a Church School we seek to ensure that the ethos and principles of Christianity underpin the experiences of the children in our care.

“St Mary’s is an inclusive school and respects and values the diversity of the Community”.

Intimate Care Policy

Adopted at St Mary’s School: Spring term 2017

Date for next review by Resources Committee: Spring term 2020

Signed: Date:

Principles

The policy and guidance embrace the principles of Every Child Matters

- Every child has the right to feel safe and secure
- Every child has the right to be treated as an individual
- Every child has the right to remain healthy
- Every child has the right to privacy, dignity and a professional approach from all staff when meeting his/her needs
- Every child has the right to information and support that will enable him/her to make informed and appropriate choices
- Every child has the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs
- Every child has the right to information and procedures for any complaint or queries he/she may have regarding intimate care

Procedures for cleaning and changing children

- When a child has wet or soiled themselves the member of staff notified, or who made the observation, will change the child
- Supply staff who do not do regular cover would not normally change the child. This will help the child to feel safe and secure with a known member of staff
- The member of staff who is going to change the child will inform another member of staff, of their intention.
- If a member of staff is on their own in the class, they will use the red triangle or otherwise to alert another member of staff, so that the class can be covered while the child is changed.
- The child will be taken to the appropriate toilet and helped to change his/her clothes as discreetly as possible.
- All wet or soiled clothes will be placed in a plastic bag and hung on the child's peg.

- If the clothes are very soiled it may be appropriate to clean them as far as possible and keep the bag in the classroom cupboard until the child goes home.
- Parents will be informed discretely and a record of the incident sent home informing them of the incident and the level of support given.
- A record will be kept by the class teacher.
- Where a child has wet or soiled themselves support appropriate to the child's needs will be given. If the child is unable to clean themselves, the staff member will help, explaining what they are going to do at all stages. The child will be made as clean as possible without causing discomfort or distress.
- When a child has soiled themselves, there may be occasions when another member of staff needs to assist.
- If a child is reluctant or upset, their parent/carer will be contacted.
- Children in nappies will be expected to keep a supply in school at all times. They should be kept in a bag and given to the teacher to store. A copy of the Intimate Care policy will be given to the parent/carer and a slip for them to complete giving permission for staff to change their child. See permission slip in appendix 1.
- Soiled nappies should be put in a nappy sack and then put in the outside bin.
- Any school clothing which is loaned to the child should be washed and returned as soon as possible.

Toilet locations:

- Key stage 1 and 2 at the top of the school
- Toilets outside Foundation Stage
- Foundation Stage toilets

Equipment:

Stored in the Foundation stage Unit and the Year 1 classroom

- Plastic aprons
- Gloves
- Non-allergic wet wipes
- Soiled natural waste to be placed in bins (located outside school building).
- Nappy sacks for soiled underwear/clothes
- Alcohol gel

Authorisation form for children wearing nappies/pull-ups

Child's Name

- I give permission for the staff at St. Mary's C of E primary school, to change my child's nappy/pull up, when necessary.
- I shall provide nappies, nappy sacks and wet wipes for this purpose.
- I agree to change my child at the last possible moment before coming to school.
- I agree to encourage my child's participation in toileting procedures at home.
- I have been shown the Intimate Care policy.

Signature of Parent/ Guardian

Please print name

Date

Notes for additional information, please add in the space below.